

**MEMORANDUM**  
**Office of the County Administrator**

TO: Board of County Commissioners

FROM: Thomas J. Willi  
County Administrator

DATE: June 6, 2006

SUBJECT: County Divisions' Monthly Activity Report for May, 2006

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MONTHLY ACTIVITY REPORT – MAY, 2006

KEY WEST AIRPORT

- We have received Tentative Allocation letters from the FAA for all five of our grants this year. The total amount for all five grants will be nearly \$10.2 million.
- We have received a multi year grant from the FDOT for \$8.5 million to help us finance the McCoy Terminal Complex.
- The airport was closed for 3 evenings (10 PM to 6AM) this month to perform field maintenance projects (marking, striping, rubber removal, drain cleaning, sign and light work).
- No website updates were needed this month.

HOUSING & COMMUNITY DEVELOPMENT AND  
MARATHON AIRPORT

- Notice of approval of the General Aviation Security Plan for the Florida Keys Marathon Airport received from Florida Department of Transportation, Aviation Office.
- New Airport License and Inspection Results for the Florida Keys Marathon 139 Facility License Renewal received from Florida Department of Transportation, Aviation Office.
- Repairs of hurricane damage to T-hangars and commercial passenger terminal at the Florida Keys Marathon Airport are continuing.
- Preparations for the resumption of commercial air service at the Florida Keys Marathon Airport in the Fall of 2006 are continuing and a second draft of an agreement with Delta Airlines for regional jet service to Atlanta International Airport has been prepared and is currently being reviewed.
- Various employee/workforce affordable housing initiatives are in progress.
- Proposed revisions to several property leases at the Florida Keys Marathon Airport are under review.

- Housing and Community Development Division web-page development and updating of information for the Florida Keys Marathon Airport are on-going

## EMPLOYEE SERVICES

Website Updates (other than normal position vacancy updates, etc.):

*Human Resources:*

*Update of Employee Grievance Council members/term dates.*

*20 job description revisions*

*Benefits:*

*KPHA Provider Directory Updates.*

*Safety:*

*Updated Safety Policies due to recent approval of changes by BOCC.*

Turnover Numbers To Date:

March turnover: 1.29%		Total to date: 6%	
Resignations: 5	Terminations: none	Retired: 2	Deceased: none

### Activities:

- Senior Leaders met to finalize Vision, Mission and Value statements. Presented to BOCC for approval at May meeting.
- Division Director, Dent Pierce and Jose Tezanos met to discuss the CDL Incentive Program.
- Personnel Policies and Procedures Committee meeting to discuss employee revision recommendations.
- Met with Administrator and OMB to go over preliminary budget review for Division.
- One pre-determination hearing in Marathon.
- Phone conference with Interisk to discuss Excess Insurance Market Assignments. Responses to RFP were very favorable.
- Division Director attended Sterling Conference in Orlando.
- Elected new EGC members – three.
- Benefits (Group and Workers Compensation office) is now fully staffed.
- HIPAA Privacy Notices are currently being distributed to employees. Retirees and COBRA participants have already received the notice. (Required every 3 years).
- Benefits Administrator discussing addition of Stress Tests as part of pre-employment physical for all sworn officer positions due to Heart Bill.
- Safety Accident Review Board Meeting discussed 58 accident investigations.
- HR Staff coordinated and made changes to personnel salaries due to recent revisions to pay plan ranges.
- HR Staff coordinated the tracking of 'Anniversary Dates' for Merit Increases due to the recent revision to the policy.
- Hiring of HR Administrator position with In-House employee.
- EAP meetings held in lower, middle and upper keys for all County employees. Working towards more productive sessions to also include Constitutional employees.
- Relay For Life (American Cancer Society) Collected \$49.00 for printer cartridges.

- Deferred Compensation Workshops held for VALIC in Lower Keys. Middle and Upper keys scheduled for June.
- EOE Coordinator spoke to Facilities Maintenance staff during their safety meeting on ADA.
- EOE Coordinator attended Disability Council meeting.
- ADA self evaluation of county facilities completed.
- Risk Manager participated in Employee Satisfaction meeting in Marathon. Members developed employee survey questions.

## BUDGET & FINANCE

- Continuing Disaster recovery services with Adjuster's International. Project worksheets have been written for DENNIS, KATRINA, RITA. An exit interview has been conducted on April 7, 2006 with the FEMA project officer. All projects identified as a result of Hurricane WILMA have been submitted except for Marine Debris removal. Removals of derelict trailers are still undergoing the Special Master Hearings. (See Below) The project Worksheet for the removal of traps has been written and submitted to FEMA for an estimated amount of \$400,000.00. The Removal of derelict vessels and Canal cleanup portions of this category (A) projects are being bid out as per our purchasing policy and will be forthcoming.

Hurricane	Projected Eligible Total Project Worksheets	Payment Received To Date	Eligible Unpaid Balance To Date	12.5% Estimated County Contribution	Actual to date Expenditures Per Finance System	Actual County Contrib. To Date
Dennis	3,986,441	1,893,378	2,093,063.00	498,305	2,461,113	567,819
Katrina	1,473,006	615,172	857,834.00	184,126	1,290,610	675,438**
Rita*	1,470,104	542,547	927,557.00	183,763	1,389,508	846,961**
Wilma	25,121,011	9,054,377	16,066,634.00	3,140,126	12,992,571.	3,938,194***
<b>Totals</b>	<b>\$ 32,050,562</b>	<b>\$12,105,474</b>	<b>\$ 19,945,088.00</b>	<b>\$4,006,320</b>	<b>\$18,133,886</b>	<b>\$6,028,412</b>

\* Hurricane Rita was declared for categories A & B only, which are Debris Removal and Emergency Protective measures.

\*\* Certain projects for Katrina and Rita were under estimated, and will be reopened for additional reimbursement once actual costs have been determined.

\*\*\* The eligible total of project worksheets for Hurricane WILMA have been reduced by \$7,000,000 as a result of actual debris costs coming in at less than original estimated amounts.

- Since the BOCC granted approval for the mayor to execute the Commitment letter from the Bank of America for a Direct Pay Letter of Credit not to exceed \$35,402,740 that document has been executed and sent to the appropriate parties. In addition, The **TEFRA resolution** has been drafted and will be requested for approval at the June 21, 2006 meeting in addition to the two resolutions described below. The **Tax Equity and Fiscal Responsibility Act** of 1982, which is Federal legislation designed to increase penalties and close loopholes for issuers of

tax exempt securities. **In addition, this resolution acknowledges that a hearing was duly noticed and held,** and The BOCC approves the Bonds for Federal Income Tax Purposes.

- **The Bond Resolution, which is the Master Resolution,** authorizes the issuance by the County of Airport Revenue Bonds from time to time to finance and/or refinance the cost of capital improvements to the Key West Airport. It also specifically approves the Bonds for the purpose of financing the current project, the Airport Terminal Complex.

This resolution sets forth the contract between the County and ultimate Bondholders, and describes the security or collateral which is the general airport revenues and other available moneys, (PFC's) It outlines and establishes the various funds that must be maintained by the County while the Bonds are outstanding, and contains other administrative provisions or covenants relating to how the bonds are delivered, executed, and transferred between the bondholders, and how the bonds may be redeemed early.

Finally, the Bond Resolution contains a rate covenant which pertains to the requirement of minimum debt service coverage, and certain tests that must be met if the County were to issue additional bonds in the future.

- While this resolution applies to the Series 2006 Bonds and all Bonds issues by the Airport in the future, **the Supplemental Resolution,** applies only to the series 2006 Bonds and the provisions that are specific to these Bonds such as, the sale of these Bonds to the remarketing agent or underwriter, UBS Securities. It specifies that the Series 2006 Bonds will be issued as variable rate bonds, and discusses all of the variable rate bond mechanisms and procedures typical to variable rate debt.

This resolution authorizes a 3 year interest rate cap which minimizes the county's interest Rate risk for the first three years the bonds are outstanding. This resolution also asks for approval of the forms of the Bond Purchase Contract, The Official Statement, the remarketing agreement, the interest rate cap documents, and the Letter of Credit Agreement with the Bank of America. These three resolutions need to be placed on the agenda as public hearings **at approximately 3:00 p.m. in the above described order.**

**The Airport Consultant's report does not need to be approved by the BOCC, it is for their informational purpose only and is intended to show the feasibility of the entire deal.**

**Finally, the only order of business that has not been addressed, and should be approved by the BOCC is the additional function of US Bank already approved as Registrar and paying agent, additionally as Tender Agent. A tender agent is an agent of the County to whom bondholders tender (the surrender of a bond for purchase). US Bank is preparing the documents for this additional duty.**

- As a result of the board tabling the agenda item regarding the repeal of the Marathon MSTU at the May meeting, there is still the issue of amending the inter-local agreement encompassing the City of Marathon, MSTU entered into on November 19, 2003 and created through ordinance (035-2002). **As such, the County and the FKAA will amend the inter-local**

**agreement to reflect the change in responsibilities and obligations pursuant to the inter-local agreement dated October 25, 2005** between the FCAA and the City of Marathon which provides for the City to take full responsibility for sewerage and Wastewater Treatment, and which essentially takes the FCAA out of the equation.

Through a separate inter-local agreement between the County and the City of Marathon, a mechanism is put into place which reimburses the City of Marathon the funds collected from the MSTU pursuant to Ordinance 035-2002 and as amended by 017-2003, of any funds collected for the Marathon MSTU and not spent by either the FCAA or the County.

**The tabled item also has to be added to the June agenda if the BOCC decides to repeal the ordinance that created the MSTU. It was consideration of a public hearing to repeal the ordinance 15.5-81 through 15.5-85 of the Monroe County Code.** It is my understanding that the City of Marathon is levying a non-ad valorem assessment using the uniform method, not on the tax bills.

- During the Month of May there was discussion throughout the County and by the Commissioners regarding the Formula for funding the HSAB not for profits. It appears the BOCC may change the formula once again as historical funding information of this Board has been requested, which was provided by David Owens
- At a meeting on 3/30/2006 it was determined that although 120 mobile homes were tagged “unsafe” by code enforcement, the property owners of these units were in the process of obtaining permits to repair or demolish their units. It will not be known for a few more months if the County will need to get involved in the removal of Derelict Mobile Homes.

As per Suzanne Hutton, and Pedro Mercado of the County Attorney’s Office, in order for the County to condemn a structure, which is required in order to get FEMA to fund this project, the County would have to have title to the property via foreclosure, which in many cases includes the land on which the mobile home owners paid lot rent. Additional information will become available after the special magistrate hearings in April and May have made a determination. **I have not heard a definitive outcome of these hearings as of the end of May.**

- During May the Office of Management and budget held its annual roundtable meetings with the Administrator and discussed the budgets of all of County’s Divisions and Departments. Some changes were made and some personnel additions have been discussed. The Budgets of the Constitutional Officers and some remaining court related budgets have come in and have been input into the budget system. The revenue analysis will be updated in the next two weeks and the funds will be balanced in anticipation of the certified values of real property due by July 1, 2006. **The preliminary values submitted show property values in the county have increased by approximately 18%, lower than the 25% increase of 2005.**
- The response to the Clerks audit of the County’s Waiver of the purchasing policy was responded to on Friday May 19, 2006. The final audit report was distributed to the Commissioners and Division Directors on Friday June 2, 2006. The audit covered 30 months

of agendas and selected items that specifically were exceptions to the standard purchasing policy. Out of 37 selected items there were 21 audit findings in four main categories. No significant internal control issues were cited in the audit.

- I have spoken to Nat Cassel of the County Attorneys' Office and we are beginning the process of making the necessary changes and additions to the Purchasing Policy, which will clarify and strengthen the policy. These changes will be communicated county-wide and the policy will be strictly adhered to in the future.

#### Purchasing

- The statistics were relatively unchanged in the month of May for the purchasing department. Of the 623 purchase orders that were issued, 90 were for Office Depot supplies, 30 for Computer related items, 6 for miscellaneous print jobs and 8 for business cards.
- We opened 4 bids and processed another 8 which was about average compared to the previous months. Addendums entered 5, contracts reviewed 11, and bills paid 2 were all also about the norm.
- We ended up processing 1599 pieces of mail which was about 350 more than last month. The operation of the mailroom is running smoothly now that Gay Curry has been doing it for some time and is well trained.
- There was an unusual large number of voided PO's this month most of them due to the temporary problem we had with Home Depot. Things are back to normal again.

#### Grants Acquisition/Administration

- Abstracted and distributed eighteen Notices of Funding Availability (NOFA's) including, but not limited to funding for: Sea Turtles, Historic Preservation, Healthcare Services, Museum Leadership, Exhibition, Assessments, Library Leadership, Pollution Prevention, Prevention of Family Violence, Crime, School Shade Structures, AIDS Housing and Assistance to Firefighters.
- Added one more name to the grant notification distribution lists covering: Division Heads, Non-profits, Government Entities of Monroe County and Interested For-Profit organizations. Still receiving non-delivery from some of the recipients. Have validated the email addresses, so it may be the use of the word "Grant" as the subject.
- Conducted preliminary research into possible funding to make the BOCC meetings more accessible to people with disabilities.

#### Human Services Advisory Board

- Reviewed the applications from the human services organizations, making notes and organizing them according to information provided.
- Attended the HSAB Funding meeting and worked with David Owens in addressing issues concerning the presentations.
- Provided input into the minutes of the meeting.

#### Art in Public Places

- Began working on getting the art ready for the Bayshore Open House.
- Continued accepting new pieces and getting them hanged.

### Sterling Program

- Attended two meetings to continue the Sterling Program: Employee Rewards & Recognitions and Employee Satisfaction.
- Created flow charts of different processes as employees think they are, as they are written and as they actually are with the gaps identified.
- Organized employee satisfaction questions from employees into the categories provided by Carroll Consultants.

### Policies and Procedure Manual Committee

- Reviewed the recommendations received from employees.
- Voted on the responses to be submitted to the County Administrator for approval and, subsequently, for the Committee to prepare for the agenda of the next scheduled BOCC meeting.

### Grants Administration

- Continued to review, categorize, and summarize twenty-eight Human Services Advisory Board funding applications.
- Held Human Services Advisory Board meeting, at which applicants discussed their requests with the Board recommendations for funding were decided upon. Prepared and distributed summary of results, and minutes to applicants, board members, staff, and BOCC.
- Continued to gather information and maintain files for FEMA project worksheets for Hurricane Wilma.
- Compared lists of all transactions posted to hurricane cost centers to project worksheets to ensure reimbursement on all eligible expenses posted.
- Filed ten requests for reimbursement totaling \$3,595,537.00 and processed \$3,115,524.00 revenue received for Hurricane Wilma.
- Accompanied contract monitor from FDLE on monitoring visits to Byrne grant-funded programs.
- Assisted new In Home/Nutrition Grants Accountant with estimate of total match funds needed for FY 2007, and client co-payment billing.
- Agenda items for correction to Human Service funding calculation, certificate of participation in Byrne Law Enforcement Grant, amendment to Byrne Grant for Sheriff Office fingerprint equipment, and Local Law Enforcement Block Grant.
- Attended Certified Public Manager Chapter board meeting. Discussed CPM role in future training, and supporting current CPM class.

### COMMUNITY SERVICES

- Getting the ADA Seminar that was held on April 17, 2006 entitled “Disability and Disaster: Surviving the Florida Keys”, closed captioned for our hearing impaired citizens and visitors.

- Bus schedules from Marathon to Florida City were updated on the website.
- Attended Library Advisory Board meeting in Big Pine Key.
- Attended Roundtable Budget discussions with the County Administrator, Deputy County Administrator, and Budget/Finance Office.

#### Nutrition

- Programs funded through a State Cultural Arts Grant with the assistance of the Florida Keys Council of the Arts allowed us to have eight concerts at the Nutrition Sites/Senior Centers and Bayshore Manor by local artists through the NACo award winning Senior Lunchtime Concert Series and two visual arts classes in May at Key West and Big Pine Key. The instruction includes many art forms, such as watercolors, pen and ink; pencil sketches, and even palm frond weaving.
- May was Older Americans Month and special activities were held at the Nutrition Sites. The first was an excursion to Theater of the Sea in Islamorada. The next event was a joint AARP/Nutrition Program effort at the Key West Site. 104 people attended the Mother's Day Party. The AARP provided entertainment by popular, local artist, Cliff Sawyer, corsages and boutonnieres, decorations, and ice cream parfaits for dessert. The Nutrition Program provided a home-cooked meal. Everyone had a wonderful time. The Big Pine Site had an Italian Day Party complete with checkered tablecloths, Italian fare, and music through the Concert Series, by Brian Roberts. The last event was a Hawaiian luau complete with grass skirts at the Marathon Site.
- Hurricane Programs were provided at the four sites in May. Janice Drewing, Program Director, provided hand-outs designed to help older adults prepare for Hurricane Season. Presentations were provided by meteorologists of the National Weather Service Office in Key West. Meteorologist-in-Charge Matt Strahan was at the Key West Nutrition Site and Warning and Coordination Meteorologist John Rizzo attended at Big Pine, Marathon, and Plantation Key. The programs were extremely valuable and we thank the Weather Service staff for using their valuable time to help our clients.

#### In-Home Services

- Nominated for District Representative for Miami-Dade & Monroe Counties on the FASP Board.
- Monitored In-Home Services in Marathon.
- Were allowed to add a high risk CCDA Client and obtain durable medical supplies.
- Organized the Annual Alzheimer's Disease Meeting for June.

#### Extension Services



- The Monroe County Extension Agents attended the three-day Extension Symposium in Gainesville, Fl. Many educational workshops and meetings were held for the agents.
- Our Sea Grant Agent helped the Florida Keys Commercial Fishermen's Association initiate the trap voucher system with the assistance of the Florida Hurricane Relief Fund and the Volunteer Florida Foundation.
- Our Environmental Horticulture Agent received a \$6000 grant from the South Florida Water Management District for the Florida Yards and Neighborhood program support.
- The "Green Thumb Certified" nursery program and the Rain-barrel project have started with the education and distribution of 100 free rain barrels to Keys residents through nine workshops in the Florida Keys. These 55 gal drums will help conserve our water resources.
- Our 4-H Agent is providing leadership for a three county group in the preparation of a weeklong program at 4-H Camp Cloverleaf.
- Four youth and one adult will be representing Monroe County at the 4-H Legislature program in Tallahassee during the month of June.
- Our 4-H Agent completed her Spanish immersion experience in Costa Rica. This experience was made possible by funding received from a professional development grant that she wrote.
- The Family and Community Development Agent compiled a resource listing of environmental research volunteer opportunities for residents and visitors.

### Libraries

#### Website Updates:

- The Library online calendars, operating through VTH, are being updated regularly, highlighting Library programs and events. Plans for the Florida Library Youth Program (FLYP) are now spotlighted, as all branches are participating in the State-sponsored program, with activities ranging from story-telling to bug science
- The Library is currently soliciting community input for our long-range plan. The survey page, recently added to the library website to accept comments from the public. ([http://www.monroecounty-fl.gov/pages/MonroeCoFL\\_Library/longrange](http://www.monroecounty-fl.gov/pages/MonroeCoFL_Library/longrange)) is receiving comments almost daily.
- Subscription database usage was 872% higher than the figures for a year ago. This increase continues the upward trend seen in recent months and is due to the new online resources we are providing our customers and publicity efforts from our website.

#### Activities and Events:

- 27,705 items were circulated by the Library system in the month of April, a 3% increase over the previous year. Audio-visual materials, such as Books on CD and DVDs, showed a significant increase of 19%, emphasizing the still-growing popularity of those media.

- The Library Amnesty Days once again were successful in encouraging patrons to hunt out and return overdue materials. Due to our patron-friendly renewal policy, overdues are not the massive problem formerly encountered, but the amnesty period still serves as a helpful reminder to patrons, and remains a useful public relations tool.
- The Libraries welcomed 41,791 customers in April, 2006, as the later Easter season kept Keys visitors for a more extended period.
- 361 new library cards were issued in during the month. There are now 38,836 Monroe County Library cardholders, a significant percentage of the total county population.
- Library Director Norma Kula has been participating in the Sterling Process through one of their process improvement committees. She is part of a group looking at the County processes dealing with employee recognition and reward, attending regular meetings with the committee as a whole and with teams from the committee, studying and analyzing various elements of this process.

#### Social Services

- The LIHEAP budget for the new year began on April 1, 2006. Clients and new customers are utilizing the assistance from our program. We can now pay an electric bill up to \$400 in a crisis situation in addition to \$200 for Home Energy.
- Staff members attended the Interagency Council Meeting on May 10<sup>th</sup>.

#### Bayshore Manor

- Annual Menu review and approval by certified dietitian.
- Home Depot Team planted a beautiful side garden for the residents.
- Department of Health ARNP provided annual TB and communicable disease screening for employees.
- Temporary position approved for night shift 6 week leave in mid-June, in process of hiring for this position.
- Presentation by Administrator about Bayshore Manor services to seniors at 1400 Kennedy Drive Senior Housing.
- Annual HIV Training by Department of Health for all Bayshore Manor staff.
- Painting project of Bayshore Manor living and dining room.
- Developed a new brochure for marketing Bayshore Manor and planned Open House at Bayshore to be held on June 9, 2006.

### GROWTH MANAGEMENT

#### Code Enforcement

- Installed ARC PAD software in all code enforcement lap tops to facilitate damaged assessment after storms.

- Held damage assessment team meetings to discuss procedures for the upcoming hurricane season.
- Hired Administrative Assistant for the Marathon office and two Inspectors one for Marathon and the other for the Plantation Key office.

#### Building Department

- Instituted “One Stop Shopping” on the building department website to allow all permitting information to be available to the public.
- Set up Alchemy files to be able to access all plans and documents both before and after computerization.
- Set up additional training and continuing education for permitting staff.

#### Planning and Environmental Resources Department

- Started work on multiple County sponsored Land Use District Map and Future Land Use Map amendments for lots in Key Largo and Ocean Reef.
- Hired a Principal Planner for the Plantation Key Planning Office.
- Started the process of the Livable CommuniKeys Master Plan for the Sugarloaf area.
- Staff prepared new Tier Overlay System and ROGO information brochures for distribution to the public.

#### Marine Resources Department

##### Comprehensive Plan

- Have been working on the extension of the IDO for marinas and on the management strategies for revision of the Comprehensive Plan for marine management and the preservation of working waterfronts.
- Have developed a new scope of work and contract with the South Florida Regional Planning Council and FAU to complete a marina siting plan and working waterfronts preservation ordinances.

##### Marine Projects

- Have spent much of the months since Hurricane Wilma working on marine related debris removal efforts.
  - Continue to work to develop a bid process acceptable to FEMA for the removal of marine debris, including vessels, traps, and debris in canals.
  - A Request for Bids is currently out for response (by June 12, 2006) for hurricane related marine debris.
  - We are working to have a contract on the agenda in June for Debris removal.
  - FEMA has provided 2 Project Worksheets to date for the removal of traps and vessels.

##### Pump-out Boat

- Pump-out boat fully operational effective January 1, 2006.

- Pump-out Captain also making the rounds to local marinas and other marine facilities informing them of the County's pump-out service.
- The Pump-out boat is averaging ten to fifteen pump-outs per day.
- Operations will shift to 4 week days and 1 week-end day to ensure contact with boaters who work during the week and are not present on their boat during normal working hours.
- The pump-out vessel reached an approximate total of 5,000 gallons pumped in the month of May.

## GIS

- Contract complete with FDOT for aerial over flights of Keys
  - Woolpert will present several samples of the aerial photography flown at the June BOCC meeting
  - All of aerial photography has been completed
  - Anticipated completion of process of aerial photography data – September / October 2006
- GIS staff has been working to complete a Scope of Work for developing a new habitat layer using the Woolpert aerial photography.
- GIS staff is developing a Scope of Work for the implementation of an Enterprise GIS which will allow integrated use of GIS and provide new permit tracking software integrated with GIS.
- GIS staff has initiated a process to provide addresses to new development or redevelopment in the County. This will be integrated into the development of the County's Enterprise GIS solution.
- New GPS now working in the field. Recently finished work on detailed assessment with EMS of the location of all fire wells and hydrants.
- Have been working with ESRI (ArcInfo Software Developer) to assess current and future needs for GIS software. Intent is to improve product availability, efficiency, and cost.
- New data structure for GIS files in development – should be complete early this fall with the annual update of ESRI licenses.

## EMERGENCY SERVICES

- Participated in State of Florida Department of Health Grant Review for Statewide Matching grants.
- Participated in educational opportunities within the community in observance of EMS Week May 14-20, 2006.
- Staff attended as audience and presenters at the annual Governor's Hurricane Conference in Fort Lauderdale.
- Coordinated a two-day "visioning process" for requirements by various county agencies for a design for a new emergency operations center.
- Staff, in conjunction with the Tourist Development Council, conducted the annual "media blitz" with the Miami-based print and broadcast meeting to foster an

understanding of the challenges facing the Keys during hurricane season so they will accurately partner with us getting critical information to the public.

- A number of technological and communications upgrades to the emergency operations center have been put into place and are being tested for functionality.
- Staff participated in several community-based workshops in preparation for the beginning of the 2006 hurricane season.
- A continuing challenge is a shortfall in volunteers to staff shelters. Training for shelter managers has been cancelled due to insufficient response to date.
- Several instructors completed training on an advanced medical emergency simulation manikin that was acquired with FY06 capital funding.

## PUBLIC WORKS

- Attended meeting at Hawks Cay to help design new EOC.
- Met w/software consultants to review possible upgrades to our work order software system.
- Met w/City of Key West staff regarding the possibility of the City taking over Higgs Beach.
- Had FY07 budget review with County Admin. and OMB staff.
- Repaired lights, net and fields at Watson Field on Big Pine Key due to hurricane damage.
- Continued to receive and process new vehicles & equipment per vehicle replacement plan and those damaged by hurricane.
- Worked with Deb Barsell and started utilizing temporary workers from South Florida Workforce to help with hurricane repairs.
- Had hurricane damaged trees removed at Key West Courthouse.

## ENGINEERING

**Independence Road, Big Pine Key** – Repairs to the end of Independence Road have been completed. End of road was washed out during Hurricane Wilma.

**Watson Field** – The fence is scheduled to be installed the first week in June, and the pavement striping and curb stop installation is scheduled for June. This will complete the work at Watson Field.

**Card Sound Road Bridges** – Parsons Brinckerhoff is preparing a cost estimate for engineering and inspection work; project manual and drawings for bridge rehabilitation work were completed in May and posted for bids. Bid opening date is scheduled for June 20, 2006.

**Big Pine X Roads** – All power poles have been relocated and old poles have been removed; the contractor will begin laying asphalt on June 5<sup>th</sup>.

**Duck Key Recreational Pathway** – Bids from two contractors received on May 31<sup>st</sup>. Contract to be awarded at the June 21<sup>st</sup> BOCC meeting.

**Big Pine Key Park Demolition** – Toppino was awarded the contract at the April BOCC meeting. The Demolition permit is expected to be issued this week, at which time the job will begin.

**Big Coppitt Park** –Toppino was awarded the contract at the April BOCC meeting. We have acquired the DOH septic demo permit and are expecting the demo permit for the project this week. The demo will begin shortly after the permit is issued.

### TECHNICAL SERVICES

- Installed 8 document scanners for Alchemy.
- Began Network Documentation Project, producing detailed diagrams of all County IT network facilities.
- Documented server configurations.
- Performed initial performance evaluations of critical infrastructure components.
- Began evaluation and remediation of Information Technology Disaster Plan.
- Implemented automated backup monitoring.
- Began 2007 and beyond strategic technical plan.
- Completed 223 Work Requests.

### PROJECT MANAGER TO CO. ADMINISTRATOR

- Liaison activities with Langton Associates relative to grants/development:
  - Langton's VP visited on 5/8-9 to discuss strategic development plan. VP also met with Public Works (PW) re: about a museum grant project, Planning and Environmental Resources about a port project, and MAR airport re: HMGP shutter project.
  - Langton worked with PW and MAR Airport to develop HMGP applications; all but one will be submitted for Hurricane Wilma; one PW project will be submitted for Hurricane Katrina due on 6/7.
  - Langton worked with Engineering to determine planning strategy for old jail; planning grant for this project is expected to be submitted in December.
- South Florida Workforce Investment Board (SFWIB) involvement.
- Attended SFWIB meeting in Miami on 5/16.
- Negotiated worksite agreement with Youth Co-Op (SFWIB service provider in Monroe County) for National Emergency Grant (NEG) program workers to be placed in Public Works to effect hurricane cleanup, recovery, and restoration tasks countywide. Two NEG workers placed thus far.
- Bayshore Manor: developed with Public Information Officer (PIO) and Sr. Administrator a short-term marketing plan; implementation of plan nearly complete; arranged for restoration painting at the facility through NEG program; reviewed and revised two key policies and procedures that are key to new admissions; met with FKMC Administrator to discuss emergency evacuation planning on 5/18; facilitated establishment of ALF as a site for Art in Public Places.

- Reviewed agreement between MCSD and BOCC relative to Just 4 Kids and met with executive director of Just 4 Kids on 5/23 to explain progress in the process.
- Assumed coordination of Keep America Beautiful (KAB) project; wrote FDOT grant for funding; prepared BOCC Agenda Item to approve agreement with FDOT; and reestablished relationship as an affiliate with KAB.
- Represented Monroe County with Southernmost Homeless Assistance League (SHAL) at the following meetings and events: SHAL board of directors meeting on 5/3; chaired SHAL Governmental Affairs/Legislative Committee meeting on 5/17, attended working lunch with Phillip Mangano, Executive Director of the US Interagency Council on Homelessness on 5/19; attended ground breaking ceremony for Kathy's Hope at Samuel's House on 5/19; attended National Health Care for the Homeless training on 6/1; attended special SHAL meeting on 6/1.